ShelterPoint – Exiting from ShelterPoint.

*Make sure to **BACKDATE***

start

Go to SHELTERPOINT
Click on "Transmit Today's Check-out List."

Check Out Client (HOUSEHOLD)
- Uncheck all clients that are not being checked out.
- Fill in date clients exited Shelter.
- Click "Check Out."

stop
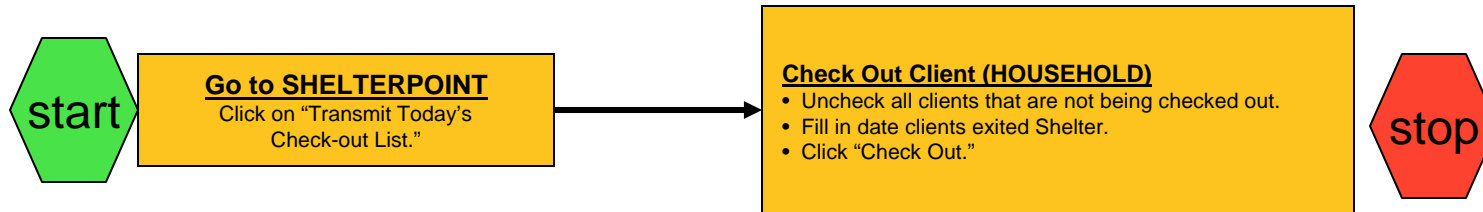
You cannot checkout households.
Check out must happen individual by individual.

You can see the service item for the shelter stay in Service Transactions.

Click "*View Past Needs and Services.*"